

5 OCTOBER 2007



Chaplain Service

CHAPLAIN PROFESSIONAL DEVELOPMENT

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OPR: AF/HC

Certified by: AF/HC

(Ch, Maj Gen Charles C. Baldwin)

Supersedes AFI52-102V1, 24 September 2007

Pages: 9

This instruction implements AFPD 52-1, *Chaplain Service*. It describes the process for designating officers as chaplains under *Title 10 United States Code* (10 USC) and outlines the structure and programs for chaplain professional development. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send an electronic copy of their supplement to afhcworkflow@pentagon.af.mil. Other commands furnish one copy of each supplement to the next higher headquarters. This instruction applies to active duty, Air Force Reserve, and Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <http://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to afhcworkflow@pentagon.af.mil using AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. AFI 52-102 has been divided into two volumes. This volume (Volume 1) deals with *chaplain* professional development. Volume 2 deals with *chaplain assistant* professional development. Under paragraph **1.**, the requirements for designation as a chaplain have been updated to more accurately reflect DOD policy. In paragraph **2.**, functional titles have been changed to be consistent with Air Force personnel force structure (AFI 36-2640 VOLUME 1, *Total Force Development, Active Duty Officer*). Paragraph **2.4.** has been changed to reflect that the Chief, Personnel, Budget, and Readiness (AF/HCP) is the Career Field Manager (CFM). Reference to the Readiness Working Group (RWG) has been removed from paragraph **2.4.1.** Paragraph **3.** and **4.** have been updated and include changes in 10 USC § 1789.

1. Designating Chaplains. To be designated as a chaplain in the Air Force active or reserve under 10 USC § 8067 (h) an applicant must satisfy the requirements set forth in DOD Directive 1304.19, *Appointment of Chaplains for the Military Departments*, DOD Instruction 1304.28 *Guidance for the Appointment of Chaplains for the Military Departments*, and AFI36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*.

1.1. As delegated by AFPD36-20, *Accession of Air Force Military*, paragraph 2.5., the Air Force Chief of Chaplains establishes the following entrance standards for a Religious Ministry Professional (RMP) applying for designation as a chaplain in the active duty or reserve:

1.1.1. Possess a baccalaureate degree with not less than 120 semester hours (180 quarter hours) of undergraduate credit from a qualifying educational institution as defined in DODI 1304.28, para 6.2.

1.1.2. Possess a post-baccalaureate graduate degree in the field of theology or related studies from a qualifying educational institution, with not less than 72 semester hours (108 quarter hours) of graduate-level work. Related studies may include graduate courses in pastoral counseling, social work, religious education, and similar disciplines when at least one-half of the earned graduate credits includes topics in general religion, world religions, the practice of religion, theology/religious philosophy, religious ethics, and/or the foundational writings from the applicant's religious tradition.

1.1.3. Receive ecclesiastical endorsement for chaplain ministry from a qualified Religious Organization meeting the administrative qualifications of DODI 1304.28, Enclosure 3. (AFRC/HC will maintain copies of ecclesiastical endorsements on reserve chaplains and approval letters on chaplain candidates. ANG/HC will maintain copies of ecclesiastical endorsements on ANG chaplains).

1.1.4. For an active duty appointment, have 2 years of religious leadership experience compatible with the duties of a Religious Ministry Professional in their respective Religious Organization.

1.1.5. Meet DOD and Air Force physical/medical standards and age requirements (see DOD Instruction 6130.4, *Medical Standards for Appointment, Enlistment, or Induction in the Armed Forces*; AFI 48-123, *Medical Examinations and Standards Volume 2 – Accession, Retentions, and Administration*; and, for reserve chaplains, AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, Chapter 5).

1.2. Air National Guard (ANG) chaplains receive their designation upon the awarding of Federal Recognition (which concurrently designates them as officers in the Reserve Component). ANG/HC is the approving authority for ANG chaplains (cf. AFI 36-2005, para 1.15).

2. Structure.

2.1. Functional Authority (FA) / Chief of Chaplains (HQ USAF/HC). Provides strategic oversight of and corporate perspective to the total Chaplain Service professional development program. Develops policy for the professional development of chaplains under 10 USC § 8067(h). Serves as a member of the Air Force Force Development Council and provides advice to AF/A1 on Chaplain Service force development.

2.2. Functional Manager (FM) / Deputy Chief of Chaplains (HQ USAF/HC). Chairs the Chaplain Service Force Development Team (CSFDT) and notifies the Force Development Office (FDO) of a newly appointed Chaplain Career Field Manager in accordance with AFI 36-2640V1, para 2.4.

2.3. Functional Advisory Council / Chaplain Service Council (CSC). Serves as the principal advisory body to the Chief of Chaplains and a chain of communication to all lower level echelons; provides recommendations to the Chief of Chaplains regarding the vision and direction of the Chaplain Service; assists the Chief of Chaplains in meeting the spiritual needs of Air Force members, their families, and other authorized persons, thus ensuring the free exercise of religion. The CSC meets biannually in the spring and fall and additionally at the discretion of the Chief of Chaplains.

2.4. Career Field Manager (CFM) / Chief, Personnel, Budget, and Readiness (AF/HCP). Chief advisor to Chief of Chaplains on personnel, budget, and readiness issues. The CFM determines accession and training priorities in support of the vision and mission of the Chaplain Service to ensure readiness through force development; serves as liaison between AF/HC and the Air Force Colonels' Group (AF/DPO) for Chaplain Service colonels' game plan; and serves as a member of the Chaplain Service Force Development Team.

2.4.1. Functional Area Manager (FAM) / AF/HCP, Staff Chaplain, Readiness. Accountable for management and oversight of all Chaplain Service personnel and equipment worldwide; oversees operational requirements to ensure configurations and capabilities support US Air Force and joint service taskings. Develops, manages, and maintains Unit Type Codes (UTCs); develops criteria for and monitors readiness reporting; and conducts strategic level analysis of personnel and readiness related issues.

2.5. Chief, Plans and Programs Division (HQ USAF/HCX). Oversees education and training programs in coordination with the CFM. Serves as a member of the Air Force Education Review Board (AFERB). Oversees all professional education and training programs for members of the Chaplain Service. Provides functional direction for the Chaplain Service Institute; conducts biennial curriculum review; and serves as a member of the Chaplain Service Force Development Team (CSFDT).

2.5.1. Chaplain Service Resource Board (CSRB) (HQ USAF/HCXP). Provides resource support for the Office of the Chief of Chaplains.

2.5.1.1. Identifies professional requirements and provides resources supporting Chaplain Service mission accomplishment.

2.5.1.2. Assigned to Air Force Worldwide Support Element (AFWSE), Bolling AFB DC, reporting directly to USAF/HCX.

2.5.1.3. Director of the CSRB reports to Chief, Plans and Programs (HQ USAF/HCX).

2.6. Chaplain Service Force Development Team (CSFDT). Executes the force development policy of the Air Force Force Development Council and advises the Air Force Force Development Council on force development issues related to the Chaplain Service. The CSFDT reviews and recommends developmental actions for all Lt through Lt Col chaplains on their Officer Developmental Plan (ODP). The ODP is used to assist the CSFDT to understand individual chaplain developmental requirements, consider commander recommendations and make analytically supported "developmental vectors" for individual chaplains including Developmental Education opportunities. The CSFDT is chaired by the FM and consists of MAJCOM command chaplains, CFM, and the Chief, Chaplain Force Development Office (AFPC/DPAH).

2.7. **MAJCOM-FOA-DRU/HC.** Annually consolidates and analyzes education and training requirements, deficiencies and trends based on inputs from lower echelons; reports summary to HQ AETC/HCX no later than 1 October each year. Coordinates with HQ USAF/HCX before developing HC initiated, command-specific professional development programs.

2.8. **Headquarters, Air Education and Training Command, Office of the Command Chaplain, (HQ AETC/HC).** Coordinates education and training for the Chaplain Service as directed by HQ USAF/HCX. Oversees Clinical Pastoral Education (CPE) program (see paragraph 3.3.2.). Provides operational direction and support to the Chaplain Service Institute within the organizational structure of HQ AETC, Air University and the Ira C. Eaker College for Professional Development. Identifies Chaplain Service education and training requirements based on MAJCOM-FOA-DRU/HC inputs. Submits trend analysis and proposed strategies addressing requirements to HQ USAF/HCX no later than 1 November each year.

2.8.1. Advises MAJCOM-FOA-DRU/HC in the development and implementation of command-specific training programs. Ensures communication and coordination with HQ USAF/HCX regarding all professional/force development programs above the Wing level.

2.8.2. **Education and Training Officer.** Serves as the Academic Specialty Monitor (ASM) on the AFERB Working Group. Advises HQ USAF/HCX regarding development and implementation of education and training programs.

2.8.3. **Chaplain Recruiting (HQ AFRS/RSOCC).** Develops, implements, and oversees a strategic accessions plan to recruit Religious Ministry Professionals (RMP) to meet Chaplain Service personnel requirements.

2.8.4. **Chaplain Service Institute (CSI).** Develops and implements HQ USAF/HC education and training programs under the functional direction of the HQ USAF/HCX Division Chief and operational direction of HQ AETC/HC. Develops HQ USAF/HC mission resource support under the direction of the HQ USAF/HCX.

2.8.4.1. Develops all Chaplain Service course content and design under the direction of the AF/HCX.

2.9. **Headquarters, Air Force Personnel Center, Chaplain Force Development Office (HQ AFPC/DPAH).** Oversees chaplain assignments (Lt – Lt Col), promotions, and board selections based on the Chief of Chaplain's guidance and USAF/A1 procedures consistent with CSFDT vectors. The Chief of the Chaplain Force Development Office serves as the executive officer for the CSFDT.

2.10. **Office of the Wing/Installation Chaplain (WG/HC).** Pursues professional development opportunities for assigned chaplains in response to local needs assessment(s) and identified developmental needs. Identifies deficiencies and requirements to MAJCOM-FOA-DRU/HC annually (see 2.7.).

2.11. **Air Force Reserve Command, Office of the Command Chaplain (AFRC/HC).** Implements Chaplain Service policies and programs pertaining to Chaplain Service members assigned to AFRC units, individual reserve programs, and the chaplain candidate program.

2.11.1. Recommends appointments and assignments of chaplains and chaplain assistants to AFRC unit commanders. AFRC/HC also approves accessions of reserve component chaplains, chaplain candidates, and chaplain assistants (including Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reserve (PIRR)).

2.11.2. Monitors training and inspection of Chaplain Service personnel and facilities to ensure compatibility with both active duty and AFRC requirements.

2.11.3. Manages the chaplain candidate program.

3. Programs. Programs include resident courses at the Chaplain Service Institute, distributed learning, mobile teaching teams, graduate education, clinical training, internet-based learning, training workshops, symposia, retreats and internships.

3.1. Formal Chaplain Education (Core Courses). Course descriptions, content, and prerequisites are found in Air Force Education and Training Course Announcements (ETCA) at <https://etca.ran-dolph.af.mil/>.

3.1.1. Basic Chaplain Course (BCC). Religious Ministry Professionals (RMPs) assessed into the Chaplain Service must successfully complete BCC for the award of Air Force Specialty Code 52R3 (fully qualified chaplain).

3.1.2. Intermediate Chaplain Course (ICC). Chaplains must attend ICC after completing eight years and before completing twelve years of Chaplain Service ministry. Failure to complete ICC may result in not being assigned to the next level of supervision.

3.1.3. Wing Chaplain Course (WCC). Chaplains selected for assignment as a wing chaplain must complete WCC. Selected chaplains must be in the grade of major or above. Failure to complete WCC may result in not being assigned to the next level of supervision.

3.2. Continuing Education. Authorized for chaplain professional development.

3.2.1. Professional Continuing Education (PCE). Chaplains attend PCE programs to enhance professional competencies.

3.3. Chaplain Specialized Education Programs. Develops specialized skills to increase the capabilities of the Chaplain Service and may grant Developmental Education credit (BDE/IDE/SDE) when PME requirements are met.

3.3.1. Air Force Institute of Technology – Civilian Institution (AFIT-CI). Chaplains are selected by the CSFDT to attend graduate education programs to develop specific ministry capabilities and expertise. Chaplain AFIT-CI also includes attendance at the Army Family Life Training Center.

3.3.2. Clinical Pastoral Education (CPE). Chaplains are selected by the CSFDT to attend CPE programs to develop specialized ministry capabilities for hospital and wartime/readiness environments.

3.3.3. Professional Military Education (PME). Air Force chaplains should participate in all levels of Professional Military Education including Air and Space Basic Course, Squadron Officer School, Air Command and Staff College, and Air War College in either resident or non-resident status. AF chaplains may apply for National Defense University (NDU) in residence.

3.3.4. Air Force Intern Program (AFIP). One chaplain, major is selected annually by the CSFDT. Chaplain interns do not participate in the Graduate Study portion of the AFIP program (AFI36-2025, *Air Force Intern Program*).

3.3.5. **Service Commitment.** Chaplains must fulfill the service commitment incurred from participating in a developmental specialized education course before they are eligible for another specialized education program.

4. Maintaining Designation.

4.1. Chaplains must comply with the requirements of their endorsing Religious Organizations; supervisory chaplains will respect and support those requirements.

4.1.1. **Meetings Required by Endorsing Religious Organizations.** When approved by the commanding authority, temporary duty (TDY) may be authorized. When TDY is not authorized, Permissive TDY (PTDY) may be granted IAW AFI 36-3003, *Military Leave Program*, table 7, rule 28.

4.2. A chaplain must immediately notify the Office of the Chief of Chaplains, via functional command channels, of any changes in endorsement by his or her endorsing Religious Organization and provide any documentation to the Chief of Chaplains, via functional command channels, of the commencement or pendency of any action that may lead to disciplinary action or the withdrawal, termination, revocation, or suspension of his or her endorsement for chaplain ministry.

5. Withdrawing Chaplain Designation.

5.1. Designation will be automatically withdrawn from a chaplain under the following circumstances:

5.1.1. Separation from military service prior to retirement.

5.1.2. Transfer from the Chaplain Service.

5.1.3. Withdrawal of endorsement.

5.2. A recommendation to have an officer's "chaplain" designation withdrawn may be forwarded from AF/HC to AF/A1 for cause under any of the following circumstances or for other good cause:

5.2.1. The officer fails to satisfactorily complete Commissioned Officer Training (COT).

5.2.2. The officer fails to satisfactorily complete the Basic Chaplain Course (BCC).

5.2.3. The officer violates or compromises the chaplain non-combatant status.

5.2.4. The officer violates the UCMJ.

5.2.4.1. For ANG, a violation of the State Militia Code.

5.2.5. The officer violates state or federal criminal statutes.

5.3. When there is suspected or alleged chaplain misconduct, a report of the misconduct is forwarded to the chaplain's respective MAJCOM/HC (or directly to USAF/HCP for O-6 and higher chaplains and chaplains assigned to DRU/FOAs). Upon receipt the MAJCOM/HC will, within five working days, make an initial determination of what action, if any, to take based on the facts provided. The MAJCOM/HC will immediately notify HQ USAF/HCP of the suspected or alleged violations and forward the case file when completed. The chaplain who is suspected or alleged will be notified by the MAJCOM/HC (or by USAF/HCP for O-6 and higher chaplains) each time the case moves forward.

5.3.1. Upon receipt of the case file, USAF/HCP can either send it to the Chief of Chaplains with a recommendation that the case be closed or have the case referred to the USAF/HC Ethics Advi-

sory Committee (for cases involving an O-6 or higher, the case will automatically be referred to the Committee).

5.3.1.1. USAF/HC Ethics Advisory Committee members must wear the rank of colonel (sel) or above. The Committee will be comprised of the following permanent members:

- a. Chief, Personnel, Budget, and Readiness (USAF/HCP), Bolling AFB;
- b. Chief, Plans and Programs Division (USAF/HCX), Bolling AFB;
- c. Air Force District of Washington (AFDW) Chaplain, Andrews AFB;
- d. Mobilization Assistant (MA) to the Chief of Chaplains (will serve only on matters affecting Reserve chaplains).
- e. Air National Guard (ANG) Advisor to the Chief of Chaplains (will serve only on matters affecting Air National Guard chaplains).

5.3.1.2. The senior ranking staff chaplain, Plans and Programs (USAF/HCX) will serve as a non-voting recorder to the Ethics Advisory Committee. HQ USAF/JA, or its designee, may be requested to serve as a non-voting legal advisor to the Ethics Advisory Committee.

5.3.1.3. The Chief of Chaplains may appoint ad hoc members to the Ethics Advisory Committee when necessary to provide expertise in a particular area or to replace a member who is unable to serve on a particular case.

5.3.2. Ethics Advisory Committee Cases. After the Ethics Advisory Committee reaches a recommendation, either to close or act upon the suspected or alleged violation, the case is sent to the Chief of Chaplains. The Chief of Chaplains may accept the recommendation of the Committee, return the case to the MAJCOM/HC for further inquiry (or to AF/HCP for O-6 and higher chaplains), or take action based on the evidence of record. The Chief of Chaplains is not bound to the Committee's recommendation.

5.3.3. For ANG chaplains, actionable recommendations will be forwarded to the Adjutant General (TAG) of the chaplain's state, commonwealth, or territory.

6. Reporting Administrative Actions to Endorsing Religious Organizations. Only HQ USAF/HC reports administrative action and designation withdrawal to endorsing Religious Organizations. Prior to submitting any such report to a chaplain's endorsing Religious Organization, review and coordination with HQ USAF/JAA is required.

CHARLES C. BALDWIN, Chaplain, Major General, USAF
Chief of Chaplains

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 United States Code Section 8067(h), Designation: Officers to Perform Certain Professional Functions

Title 10 United States Code Section 1789, Chaplain-led Programs: Authorized Support

DODD 1304.19, *Appointment of Chaplains for the Military Departments*, 11 June 2004.

DODI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*, 11 June 2004

DODI 6130.4, *Criteria and Procedure Requirements for Physical Standards for Appointment, Enlistment, or Induction in the Armed Forces*, 2 April 2004

AFPD36-20, *Accession of Air Force Military*, 13 March 2001

AFPD 52-1, *Chaplain Service*, 2 October 2006

AFI 52-104, *Chaplain Service Readiness*, 26 April 2006.

AFI 48-123, *Medical Examination and Standards Vol 2*, 5 June 2006

AFI 36-3003, *Military Leave Program*, 15 February 2005

AFI 36-2005, *Appointment In Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force and United States Air Force*, May 15, 2003

AFI 36-2025, *Air Force Intern Program*, 9 May 2003

AFI 36-2640 VOLUME 1, *Total Force Development (Active Duty Officer)*, 23 January 2004

AFI 36-3003, *Military Leave Program*, 20 October 2005

AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, 31 August 1994

Abbreviations and Acronyms

AFERB —Air Force Education Review Board

AFIT-CI —Air Force Institute of Technology-Civilian Institution

AFWSE —Air Force Worldwide Support Element

ASM —Academic Specialty Monitor

BCC —Basic Chaplain Course

BDE —Basic Developmental Education

CFM —Career Field Manager

COT —Commissioned Officer Training

CPE —Clinical Pastoral Education

CSC —Chaplain Service Council

CSFDT —Chaplain Service Force Development Team
CSI —Chaplain Service Institute
CSRB —Chaplain Service Resource Board
DPAH —Chaplain Force Development Office
DRU —Direct Reporting Unit
ETCA —Education and Training Course Announcements
FAM —Functional Area Manager
FOA —Field Operating Agency
ICC —Intermediate Chaplain Course
IDE —Intermediate Developmental Education
IMA —Individual Mobilization Augmentee
NDU —National Defense University
ODP —Officer Development Plan
PCE —Professional Continuing Education
PIRR —Participating Individual Ready Reserve
RMP —Religious Ministry Professional
USC —United States Code
WCC —Wing Chaplain Course